



TAX ADMINISTRATOR III, EDD

DEPARTMENTAL PROMOTIONAL EXAMINATION – STATEWIDE (For EDD Employees Only)

Testing Department: Employment Development Department
Bulletin Release Date: December 29, 2014
FINAL FILING DATE: January 13, 2015
Salary: \$7252 - \$8647

POSITION DESCRIPTION

A Tax Administrator III, EDD, may perform in one of the following capacities:

- 1) Administers the entire or a large segment of the Tax Audit, Compliance Development Operations, Collection or Customer Service Programs; or
- 2) Administers the central office activities of a major technical function of the Employment Tax or Benefit Accounting Programs; or
- 3) Is responsible for large, highly complex, sensitive branch projects; policy or program review; or the implementation of major statewide programs.

Positions exist Statewide.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated on this bulletin may apply for this examination.

This is a **DEPARTMENTAL PROMOTIONAL** examination for the **Employment Development Department (EDD)**. Competition is limited to:

1. Employees who have a permanent civil service appointment with the EDD by the final filing date; or
2. Current or former employees of the Legislature with two or more years as defined in the Government Code 18990; or
3. Current or former non-elected exempt employees of the Executive Branch with two or more consecutive years as defined by Government code 18992; or
4. Persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. **Veterans must provide a copy of their DD214 for entrance requirements.** Please attach your DD214 to your application. **Veterans' preference will not be granted in promotional examinations.**

For applicants under items 2, 3, or 4 above, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements. Under certain circumstances, former EDD employees may be allowed to compete under the provision of Rule 235.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements for this examination **by the final filing date**.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I “or” II. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

EITHER I

One year of experience in the California state service performing professional tax administration duties in a class with a level of responsibility equivalent to that of Tax Administrator II, Employment Development Department; or two years of experience in the California state service performing professional tax administration duties in a class with a level of responsibility equivalent to that of Tax Administrator I, Employment Development Department.

*Or II

Experience: Five years of increasingly responsible tax or benefit accounting, tax auditing, or field experience in tax law compliance and collection or tax-related customer service functions including at least two years in a managerial capacity. (Experience in California state service applied toward this requirement must include at least one year performing the duties in a class at a level of responsibility equivalent to that of Tax Administrator II, Employment Development Department; or at least two years performing the duties in a class at a level of responsibility equivalent to that of Tax Administrator I, Employment Development Department.)

AND

Education: Equivalent to graduation from college, with a specialization in accounting, business administration, public administration or economics.

***NOTE:** Applicants who meet the experience requirement for Pattern II (“equivalent to graduation from college with a specialization in **accounting, business administration, public administration or economics**”) must submit proof at the time of filing with the Examination Application (STD 678). The proof provided must be a copy of their diploma, official transcript, statement and/or evaluation from an accredited U.S. college or university. This proof must show that the units are equivalent to a degree and/or would admit the applicant to graduate status on the basis of the degree he or she holds.

FOREIGN DEGREES

Applicants with foreign degrees must provide an official foreign transcript evaluation that indicates that his/her foreign course work is equivalent to a degree from an accredited U.S. college or university. ALRB accepts foreign transcript evaluations that are completed by one of the agencies approved by the California Commission on Teacher Credentialing. Agencies accredited by the Commission for Foreign Transcription Evaluation may be found on the Commission’s website: www.ctc.ca.gov.

All documents submitted become the property of the EDD. Do not submit original diplomas with the examination application.

SPECIAL REQUIREMENTS

All employees must be willing to travel and work away from the office.

FILING INSTRUCTIONS

Examination Applications (STD. 678) are available at the California Department of Human Resources Careers page at <http://jobs.ca.gov/pdf/std678.pdf>.

All Examination Applications must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

MAILING ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **TA III**
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN-PERSON ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **TA III**
751 N Street, 6th Floor Solar Building
Sacramento, CA 95814

NOTE: All Applications **MUST** include a current, valid email address as examination material may be sent via e-mail, e.g., examination notices, access to examination material, etc. It is the candidate's responsibility to ensure the email address listed on their application is current and valid. Failure to provide a current and valid email address may result in non-receipt of exam information in a timely manner which could result in disqualification from the examination.

Applications must also contain the following information: "to" and "from" dates (month/day/year) of employment, time base, civil service class title(s), and range, if applicable. In addition, college course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications received without this information may be rejected.

SPECIAL TESTING ARRANGEMENTS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

EXAMINATION INFORMATION

This examination will consist of a **Qualifications Assessment** weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

QUALIFICATIONS ASSESSMENT – WEIGHTED 100%

It is anticipated that candidates who meet the minimum qualifications for this exam will be sent an email the week of **February 2, 2015** to the e-mail address provided on their application, which will contain a link to access the Qualifications Assessment to complete.

It is the candidate's responsibility to contact the Human Resource Services Division at EDDExaminations@edd.ca.gov if they have not received an email by Thursday, February 5, 2015. Please monitor your e-mail account's SPAM, Junk, Bulk, etc. folder(s) as the examination e-mail may be filtered depending on their specific account settings.

COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT OR DO NOT SUBMIT IT BY THE DUE DATE WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

SCOPE OF THE EXAMINATION

KNOWLEDGE OF:

1. Taxing and related provisions of the California Unemployment Insurance Code as they relate to the Unemployment, Disability Insurance, Employment Training Tax and Personal Income Tax Programs administered by the Department.
2. EDD's policies, rules, regulations, business goals, vision, organizational structure, culture, philosophy, operating principles, strategic plan, and values.
3. Organization and operation of Department programs and how they relate and support other programs administered by the Department.
4. EDD's major programs including Unemployment Insurance, Disability Insurance, Employment and Training, Workforce Services, and Employment Tax.
5. Current leadership principles, practices and trends.
6. The Department's Equal Employment Opportunity (EEO) program objectives, a leader's role in the EEO program, and the processes available to meet the EEO objectives.
7. The Government, principles and practices of personnel management, employer/employee relations under the provisions of the Ralph C. Dills Act, and negotiated collective bargaining unit agreements.

ABILITY TO:

1. Create a work environment that stimulates learning, encourages growth promotes creativity and innovation by recognizing manager/staff contributions, accomplishments, and achievements while also effectively addressing performance deficiencies.
2. Foster collaborative partnerships within and across organizations.
3. Develop and implement strategic, tactical, and operational plans and lead the organization (e.g. unit, office or section) in achieving its goals.
4. Ensure that quality management and continuous process improvement are practiced in the organization, with an emphasis on customer service/satisfaction and accountability.
5. Build manager, supervisor, and staff capacity through effective coaching, guidance and mentoring.
6. Gather and use relevant information to make data-based decisions impacting workload and/or services.
7. Effectively contribute to the Department's Equal Employment Opportunity objectives.
8. Understand and fulfill management responsibilities under the Ralph C. Dills Act (State Employer/Employer Relations) and negotiate collective bargaining unit agreements.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Employment Development Department Eligibility expires 12 months after it is established unless the needs of the services and conditions of list warrant a change in this period.

VETERANS' PREFERENCE

Veterans' Preference will not be granted in the examination, as it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this exam, because it does not meet the requirements to qualify for Career Credits.

EQUAL EMPLOYMENT OPPORTUNITY

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

CONTACT INFORMATION

The EDD encourages all potential applicants to read this entire bulletin. All inquiries about this examination should be directed to EDDExaminations@edd.ca.gov. Please include the examination title, **TA III**, in the subject line. Also, you may contact the Exam Analyst, Antonio Serrato, at (916) 654-9177.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department, Human Resource Services Division at (916) 654-6869, three weeks after the FINAL FILING DATE if he/she has not received a notice via email or U.S. mail.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this examination, and all candidates who pass will be ranked according to their scores.

EXAMINATION APPLICATIONS (STD 678) are available on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, an ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final examination scores regardless of the date of the examination and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans' Preference Points are not granted in promotional examinations. Competition is limited to those applicants who meet one of the criteria listed on page 1 of this bulletin. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at the EDD's Human Resource Services Division, at the California Department of Human Resources, and on the Internet at www.jobs.ca.gov.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone/Exam Hotline: (916) 654-6869
Website: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.